

CITY OF PITTSBURGH
DEPARTMENT OF PUBLIC WORKS
BUREAU OF TRANSPORTATION AND ENGINEERING
ALLEGHENY COUNTY, PA

REQUEST FOR PRELIMINARY ENGINEERING, FINAL DESIGN ENGINEERING AND
CONSTRUCTION CONSULTATION SERVICES
LETTER OF INTEREST

The Office of the Director of the DEPARTMENT OF PUBLIC WORKS OF THE CITY OF
PITTSBURGH will receive Letters of Interest with a current SF 330 form for Preliminary
Engineering, Final Design Engineering and Construction Consultation services until 4:00 p.m.,
on September 11, 2013 for the following:

PRELIMINARY ENGINEERING, FINAL DESIGN ENGINEERING and CONSTRUCTION
CONSULTATION

FOR

SOUTH NEGLEY AVENUE BRIDGE REPLACEMENT

BTE Project No. 13303

MPMS No. 83137

Mandatory Pre-Submission Meeting

DATE: August 28, 2013

TIME: 10:00 AM

PLACE: Bureau of Transportation and Engineering

Department of Public Works

Room 301, City-County Building

414 Grant Street

Pittsburgh, PA 15219

Project Scope and Deliverables

Services Requested: Preliminary Engineering, Final Design Engineering and Construction
Consultation Services for South Negley Avenue Bridge Replacement

Estimated Construction Value: \$5-6,000,000

Services: The City of Pittsburgh will retain an engineering firm to perform preliminary design engineering services, final design engineering services, and construction consultation for the proposed South Negley Avenue Bridge Replacement. The consultants will be responsible for meeting all PennDOT planning and design procedures including but not limited to the following: notice of intent to enter letters; survey; traffic data; public and agency coordination; environmental clearance (CEE Level 1b); right of way clearance including deed research, preliminary and final right-of-way plans; appraisals; negotiations and acquisitions; and coordination with the City and PennDOT for the right-of-way certificate; utility coordination and clearance; submittal and approval of Plans, Specifications and Estimates (PS&E).

This will be a three part agreement. Part 1 – Preliminary Design and Part 2 – Final Design, will be Cost Plus Fixed Fee method of payment. Part 3 – Construction Consultation will be a specific rate of compensation method of payment.

Project Description: The project involves the replacement of the South Negley Avenue Bridge which carries South Negley Avenue over the Port Authority of Allegheny's - East Busway and the Norfolk Southern Railroad Company (NSRC). The structure was originally built in 1924 and rehabilitated in 1973. The existing superstructure consists of a simple span, pony truss, having a span length of 106 feet, sitting atop two, full height, stone masonry abutments.

It is anticipated that the structure will be fully replaced with a single span structure on full height abutments as stub, mid-height, and integral abutments are not being considered due to the need to minimize the superstructure depth. In addition, it is anticipated that the horizontal alignment will remain relatively unchanged and that the vertical alignment will be designed to provide a minimum vertical clearance of 22'-0" above the existing tracks of the NSRC while minimizing roadway approach work.

The project is to be considered moderately complex and will require Level 1b environmental clearance along with utility and Right-of-Way (ROW) involvement. Coordination with the NSRC and the Port Authority of Allegheny County will be required. The anticipated project schedule consists of: Preliminary Engineering Design in 2013-2014; Final Engineering Design, ROW and Utility Clearance in 2015; followed by Construction in 2016.

Instructions for Prospective Firms

All candidates must be a current registered Business Partner with PennDOT. In addition, all consultants (both prime and sub consultants) to be included in this Letter of Interest must submit an updated qualifications package (Standard Form 330) with the Letter of Interest.

Letter of Interest Document: Letter of Interest paper documents shall comply with the following;

1. Letters of Interest should be a minimum of five (5) pages (8 1/2" x 11"), typed using 12 font size or larger (excluding organization chart, resumes, and Standard Form 330).
2. Identify the project manager.
3. Identify project staff that will be key to the project success.

4. The Letter of Interest should make specific reference and discuss the firm's proposal in terms of the criteria that will be used to evaluate the Letters of Interest – Project Personnel, Past Firm Performance, Submission Quality, Quality Assurance and Control Plan, and Subconsultant Qualifications and Roles. (See Proposal Evaluation Form below) The Letter of Interest should specifically address each of the above criteria. The Quality Assurance and Control Plan should address the following:

Design procedures and/or elements that will ensure (1) a cost effective construction project and (2) a quality construction plan;

Design procedures and/or elements that will minimize future maintenance costs and ensure meeting design and construction schedules.

5. Include full disclosure of any potential conflicts of interest by the prime or sub consultant based on Engineering Involvement Restrictions Guidelines as listed in Section 2.1 of Publication 93-C. If there are no potential conflicts you shall include the following statement in your Letter of Interest: "I have reviewed PennDOT's Engineering Involvement Restrictions for Department Projects listed in Section 2.1 of Publication 93-C and determined that there are no potential conflicts of interest for anyone on this project team."

6. Include full disclosure of any potential conflicts with the State Adverse Interest of State Advisor or Consultant Statute by the prime or any sub consultant. If there is no adverse interest you shall include the following statement: "I have reviewed the State Adverse Interest Statute and determined that there is no adverse interest for anyone on this project team."

7. Include the following statement: "I have reviewed the City's General Consultant Candidate Requirements and Information for City of Pittsburgh Sponsored Federally Funded Transportation Projects - June 2009 (Revised June 2013) and consider [*Insert Firm's Name*] to be an eligible candidate and willing and able to meet contractual requirements."

Organizational Chart: The firm's organization chart shall be one (1) page unless otherwise specified in the advertisement.

Resumes: The paper document shall comply with the following unless otherwise specified in the advertisement.

1. Resumes must use the resumes template from the Annual Qualifications Package and must not exceed two pages per individual.

2. The maximum number of resumes included with your Letter of Interest shall be as stated in the advertisement. If the advertisement does not specify the maximum number of resumes, you shall not include resumes of more than five individuals you believe to be key to the project success. You may include resumes tailored to this project needs for individuals even if your Annual Qualification Package includes a resume for that individual. By including an individual's resume in a Letter of Interest for the project, the consultant firm is certifying that they have the individual's approval to use his or her name in this Letter of Interest and that the individual is available to perform said services.

General Guidelines: By submitting a Letter of Interest for a project that requests engineering services, the consulting firm is certifying that the firm is qualified to perform engineering services in accordance with the laws of the City of Pittsburgh and the Commonwealth of Pennsylvania. A firm not eligible to submit due to this requirement may submit a Letter of Interest as a part of a joint venture with an individual, firm or corporation that is permitted under State law to engage in the

practice of engineering.

If a Joint Venture responds to the advertisement, the City will not accept separate Letters of Interest from the Joint Venture constituents. A firm will not be permitted to submit a Letter of Interest on more than one (1) Joint Venture for the same project. A firm that responds to the advertisement as a prime may not be included as a designated sub consultant to another firm that responds as a prime to this advertisement. Multiple responses under any of the foregoing situations will be cause for the rejection of all responses of the firm or firms involved. The above does not preclude a firm from being designated a sub consultant to more than one (1) prime responding to this advertisement.

The Director may reject any Letters of Interest if the submitting firm is found to be ineligible or the submission incomplete and may waive any irregularity in the submission of Letters of Interest.

The City encourages responses from small firms, minority and women owned firms, and firms that have not previously worked for the City. The City's Minority Disadvantaged Enterprise and Women Disadvantaged Enterprise (MBE/WBE) goals for this Project will be 17% of the total price for MBE participation and 8% of the total price for WBE participation, 25% of the total price for MBE/WBE participation.

Conflict of Interest: By submission of a proposal to this RFLOI, respondent agrees that it presently has no interest and shall not have any interest, direct or indirect, which would conflict in any manner with the performance of the services required under this RFLOI.

No proposal shall be accepted from, or contract awarded to, any individual or firm in which any City employee, director or official has a direct or indirect financial interest in violation of applicable City and State ethics rules. Entities that are legally related to each other or to a common entity which seek to submit separate and competing proposals must disclose the nature of their relatedness.

The City is not liable for any cost associated with the development, transmittal, or presentation of any proposal or material submitted in response to this RFLOI. It shall be the responder's responsibility to review and verify the completeness of its proposal.

Prior to entering into any Professional Services Agreement with a selected respondent, if any is selected, the City must obtain authorization from City Council.

Contractual Requirements: The following will be required of the successful firm in order to enter into contract with the City of Pittsburgh:

Minority and Women Business Enterprise Participation: It will be a term of the contract that final payment shall be conditioned on receipt by the City of a report from the firm detailing:

1. The dollar amount of the contract paid to MBEs and the names and addresses of those MBEs.
2. The dollar amount of the contract paid to WBEs and the names and addresses of those WBEs and,
3. An explanation of any failure to achieve the goals represented prior to award of the contract.

Insurance: Prior to the beginning of any work, the firm is to provide to the City certificates of insurance, duly executed by the officers or authorized representatives of a responsible and non-assessable insurance company, evidencing the following minimum coverages for the benefit of the City. The said insurance policy shall be non-cancelable, except upon thirty (30)-day prior written notice to the City. The City shall be named an additional insured as pertains to the Public Liability (General Liability) policy:

All premiums shall be at the expense of the firm. The Public and Auto Liability certificates must state that the policy is an "Occurrence" policy and the City as additional insured. "Claims Made" policies are not acceptable. In the event that the term of said insurance shall expire prior to the

<u>Public Liability</u>	<u>Individual Occurrence</u>	<u>Aggregate</u>
Bodily injury, including death and property damage combined	\$500,000	\$1,000,000
 <u>Automobile Liability</u>		
Bodily injury, including death and property damage combined	\$500,000	\$1,000,000
 <u>Professional Liability</u>		
	\$1,000,000	\$1,000,000
 <u>Worker's Compensation</u>		
	Statutory	

expiration of the term of the contract or the completion of all services required hereunder, whichever shall occur later, the firm shall renew said insurance in a timely manner and shall promptly cause a certificate of insurance evidencing such renewal, also with the City named an additional insured, to be forwarded to the Director of Public Works.

Worker's Compensation: The firm will have to certify that it has accepted the provisions of the Pennsylvania Workers' Compensation and Occupational Disease Acts, as amended and supplemented, insofar as work covered by the contract is concerned, and that it has insured its liability thereunder in accordance with the terms of said acts, or has duly filed a proper certificate of exemption from insurance with the Pennsylvania Department of Labor and Industry.

Anti-Discrimination: The firm is not to discriminate in its employment on the basis of race, color, religion, ancestry, national origin, place of birth, sex, age, disability, non-job related handicap, or sexual orientation. The firm will have to comply with the applicable provisions of the Pittsburgh Code, Title Six - Conduct, Article V - Discrimination, and any amendments thereto. The firm will also comply with the applicable provisions of Title I and Title II of the Americans with Disabilities Act, any amendments thereto and any regulations issued thereunder. The firm is to incorporate in any contracts with subcontractors, which may be permitted under the terms of the contract, a requirement that said subcontractors also comply with the provisions of this Article.

Compliance with Laws: The firm is to fully obey and comply with all federal, state and local laws, ordinances and administrative regulations applicable to the work done under the contract.

Debarment: The firm will have to warrant that it is not prohibited from entering into contract with the City by reason of disqualification under subsection (b) of Section 161.22 of the Pittsburgh Code. An affidavit certifying compliance with this Article will be provided.

Statement of Affiliation: The firm will file a Statement of Affiliations with the City per Section 197.08(c) of the Pittsburgh Code, including:

1. A description of any contractual or other business relationship with the City or any of its departments, agencies, boards, commissions or authorities, including the value of any contract or business relationship entered into during the three (3) calendar years previous to the execution of this contract;
2. The firm's qualifications and experience for the performance of services to be rendered under the contract;
3. An identification of the firm's principals, including the names and addresses of all owners or partners or shareholders and officers, or, if the firm is a public corporation, the officers, the members of the board of directors, and shareholders holding more than three (3) percent of the corporate stock.

Selection Process/Schedule

A selection committee has been established consisting of the representatives from the City of Pittsburgh.

All respondent communications, including queries, concerning this solicitation must be directed to the RFLOI Coordinator at the following points of contact:

NAME: Charles McClain, P.E.
TITLE: Project Manager, Bridges
ADDRESS: Bureau of Transportation and Engineering
Department of Public Works
Room 301, City/County Building
414 Grant Street
Pittsburgh, PA 15219
Phone: 412-255-2034
Fax: 412-255-8847
E-Mail: Charles.McClain@pittsburghpa.gov

All official communications should be in writing to the RFLOI Coordinator. Any verbal communications will be considered unofficial and non-binding on the City. Written questions and requests for clarification must be received no later than the date as set forth in below. The City shall respond to written questions and requests for clarification in writing, and shall post them on the City website.

Notification of top candidate is anticipated by October 23, 2013. The anticipated Notice to Proceed date for these services is April 1, 2014 .

SELECTION PROCESS/SCHEDULE
(Enhanced Modified Process)

No.	Event	Date
1.	The City issues Advertisement/Posting of RFLOI	8/21/13
2.	Convene MANDATORY Pre-Submission Meeting (Scheduled for 10:00 am, Room 301 city County Building)	8/28/13
3.	Deadline for Written Queries (4:00 pm. date of Pre-submission Conference)	8/28/13
4.	The City Issues Responses to Clarification Requests (1 week from #3)	9/4/13
5.	Deadline for Submittal of Proposals (2 weeks from #3)	9/11/13
6.	Finalize ranking and submit to Director, DPW, for concurrence	10/16/13
7.	Submit approved ranking to PennDOT for concurrence	10/23/13
8.	Negotiate Scope/Price with Top Candidate including concurrence from MBE/WBE Committee	11/13/13
10.	Anticipated Start Date of Contract	4/1/14

Submitting

Submit five (5) paper copies of the Letter of Interest and one current SF 330 form to:

City of Pittsburgh Department of Public Works
Bureau of Transportation and Engineering
Room 301, City-County Building
414 Grant Street
Pittsburgh, PA 15219
Attn: Charles McClain, P.E.

The Letter of Interest is due by 4:00 p.m. EST on the date listed in the request/advertisement to the Bureau of Transportation and Engineering. The paper Letter of Interest package should be submitted to the City of Pittsburgh's Bureau of Transportation and Engineering, Room 301, City-County Building, 414 Grant Street, Pittsburgh, PA 15219). The Bureau will issue a confirmation receipt of your Letter of Interest. If you encounter any problems with the submission you can call the Bureau at 412-255-8626 between 8:00 a.m. and 4:00 p.m. Monday through Friday on normal work days.

The City may revise a published advertisement. If the City revises a published advertisement less than ten days before the Letter of Interest due date, the due date will be extended to maintain the minimum ten-day advertisement duration if the revision alters the project scope or selection criteria. You are responsible to monitor advertisements to assure your Letter of Interest complies with any changes in the published advertisement.

The Director will receive Letters of Interest with accompanying SF 330 until the day and hour stated above. The Director will not consider any Letter of Interest received after the set day and hour and will return it to the addressee unopened. The firm is responsible for ensuring that the Director receives its Letter of Interest by the set day and hour.

Robert Kaczorowski, Director
Department of Public Works
City of Pittsburgh